

SECTION 16.20 OUTPLACEMENT PROGRAM

Last Update: 6/11

Overview:

1. The purpose of outplacement is to assist non-contract covered employees in finding other state employment prior to or following layoff.
2. Outplacement allows a non-contract employee who will be laid off with the opportunity to be placed on outplacement lists for up to two (2) years from the date of layoff. Employees who elect to bump in lieu of layoff are not eligible for outplacement.
3. When a layoff is anticipated, the agency must provide the Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Employment Team with a list of the names of employees with permanent status who have exhausted bumping options, the job class, and the date of the layoff.
4. The agency personnel assistant will send recall and outplacement materials to affected employees.

Steps to be followed in the hiring process:

The outplacement list will be issued for all merit-covered job vacancies after the recall list and all other mandatory steps in the hiring process have been cleared.

1. Non-contract employees may apply to be on outplacement for up to fifteen (15) job classes for which qualified, except: 1) non-supervisory employees may not apply for supervisory job classes, 2) written examinations are required for the Correctional Officer job class, and 3) typing tests are required if the employee has not previously held a position in a job class requiring this skill, at the appropriate skill level (wpm rates may vary).
2. Employees may add or delete job classes and counties and make changes to previous availability designations for full-time or part-time hours, shifts, weekend hours, and travel by contacting the DAS-HRE Employment Team by phone, email or in writing.
3. Employees are removed from outplacement when:
 - A. the employee is promoted, transferred, demoted, or separates prior to layoff;
 - B. one offer of an outplacement interview or outplacement hire is refused; or,
 - C. an offer of recall to the class and layoff unit is refused.
4. Outplacement for vacancies within other employing units in the same agency or in another agency will be honored only if a job offer is made to the employee prior to the layoff date. If the hiring agency cannot put the person on payroll before the layoff date, the hiring agency should contact the agency laying off the employee to arrange for a period of leave without pay so the employee has no break in service.
5. An employee who is hired into another state job through the outplacement process will remain on recall for their layoff class and employing unit.
6. Failure to accept an outplacement job offer will not affect the employee's recall rights.